Research.gov

Instructional Overview for Research.gov Grantee Services

Research.gov



- A registered FastLane/Research.gov account or a partner agency login is required to log into Research.gov (<u>www.research.gov</u>) in order to access account-controlled services available to applicants and grantees. (Research.gov Visitor accounts cannot access account-controlled services).
- The following grantee services are available through Research.gov*:
 - Grants Application Status As a Sponsored Projects Office staff member (SPO) or a Project Director/Principal Investigator (PD/PI), you can check the status of your grant applications submitted to National Science Foundation (NSF), USDA/National Institute of Food and Agriculture (NIFA), and DoD/Army Research Office (ARO) from submission to funding decision.
 - Federal Financial Report As a financial preparer or certifier, you can complete, certify, and submit grant financial reports to NSF.
 - Institution and User Management As an Institution Administrator, you can add users and select their role. All FastLane users automatically are given access (with the same user role/permissions) to Research.gov.

^{*} Account required.



Table of Contents

- 1. Logging In and Activating Your Account
- 2. Grants Application Status Overview
- 3. Institution and User Management Overview
- 4. Federal Financial Report (FFR) Overview
- 5. Submitting Feedback



Logging In and Activating Your Account



Logging In

- To currently access any Grantee services, visit Research.gov at <u>www.research.gov</u>
- Log in either using your NSF (FastLane) login information or e-Authentication credentials from USDA
- To do this, select either NSF or USDA from the drop-down login menu on the left-hand navigation pane
- All FastLane users are automatically registered in Research.gov
 - Project Directors/Principal Investigators (PDs/PIs), Sponsored Projects Officer staff (SPOs) and Institution Administrators can log into Research.gov using their last name, NSF ID and password
 - Institution users without a FastLane account can have their Institution Administrator or FastLane Contact register them in either FastLane or Research.gov
 - To register a new organization in FastLane, see the following slide

5

Registering A New Organization in FastLane



 Institutions must be registered in the Central Contractor Registration (CCR) and be registered in NSF's FastLane system in order to use Research.gov grantee services.

To register in the CCR:

- In order to register in CCR, your organization must have a valid Data Universal Numbering System (DUNS) Number issued by Dun and Bradstreet.
- Go to <u>www.ccr.gov</u> and follow the prompts to register your organization. Please be advised that
 it takes approximately two business days for the registration process to be completed.

<u>To register your organization in FastLane*:</u>

- Go to https://www.fastlane.nsf.g6ov/n1/N1AddInst.html
- Ensure your organization is not registered by entering your organization's name in the Organization Name box and then selecting the search option from the drop-down menu.
- If your organization is not registered, click New Organization(s) Registration Request.
- Complete the New Organization Registration Form, the FastLane Contact Registration Form, and the PI Registration Form.
- Click the Submit button. The Registration Request Submitted for Approval screen returns.

6

- Print the form and then sign the form's *Authorized Representative's Signature* line.
- Date the form on the Signed On line.
- Submit the completed form by e-mail, fax, or mail.
 - E-mail: Scan and e-mail as an attachment to fastlane@nsf.gov
 - Fax: Fax to 703-292-9281 or 703-292-9003
 - Mail: National Science Foundation; Attn: FastLane Registration Room 357, 4201 Wilson Boulevard, Arlington, Virginia 22203
 - Click Continue.

*Organizations should only be registered by authorized organization representatives. Additionally, this process should only be used to register organizations. In order to be registered as a user, please contact your Institution Administrator.

Activate Your Account in One Step



- As a one-time process (PD/PI only) activate your account with NSF, USDA/NIFA, and/or DoD/ARO
- After login, PDs/PIs can activate/associate their login account with other Research.gov partner agencies.
 - Note: Users logging with their FastLane information will automatically have their account activated with NSF, and users logging in with USDA credentials will automatically have their account activated with USDA/NIFA.
- To do this, click on Add Agency Activations at the top of the right-hand navigation menu.
- Select NSF, USDA/NIFA or DoD/ARO.
- Follow the prompts to provide key information based on prior applications submitted to USDA/NIFA or DoD/ARO to associate your FastLane account on Research.gov with your USDA/NIFA or DoD/ARO information.
- Repeat steps as needed to activate your account with additional partner agencies.
 - Note: Sponsored Project Office staff can skip this step since they will automatically be associated with all Research.gov partner agencies that have the same DUNS ID as their NSF registered institution.

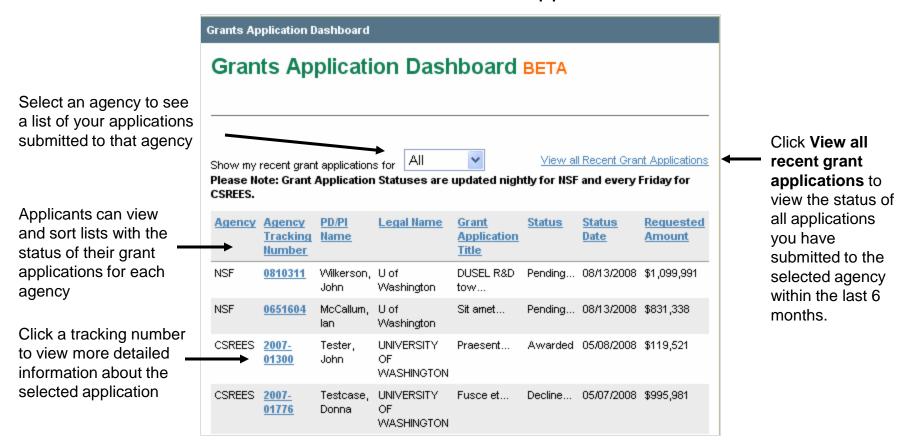


Grants Application Status Overview

Step 1 – View Grants Application Dashboard



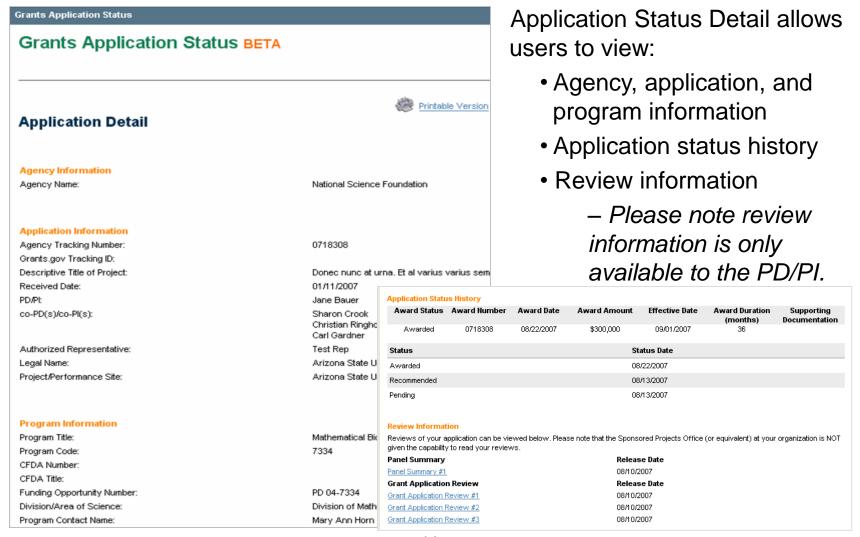
Applicants with grant applications submitted to NSF, USDA/NIFA, and DoD/ARO can view a consolidated list of their applications.



Note: This dashboard is an illustration of the service and does not include actual application status information

Step 2 – View Application Status Detail





Step 3 – View Panel Summary and Reviews (PD/PI only)



Printable Version | Adjust Font Size: A \triangle

For information on a specific panel review, click the link to the review.

Grants Application Status

Panel Summary BETA

Application Status History

Pre-Award Status

Submitted

Program Officer Assigned

Declined

Review Information

Reviews of your application can be viewed below. given the capability to read your reviews.

Panel Summary

Panel Summary #1

Grant Application Review

Grant Application Review #1

Grant Application Review #2

Grant Application Review #3

Grant Application Review #4

Grant Application Review #5

Grant Application Review #6

AGENCY TRACKING NUMBER: 0414395

PANEL SUMMARY:

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PANEL RECOMMENDATION: Not Competitive

Back to Grant Application Detail

07/07/2004

07/07/2004

07/07/2004

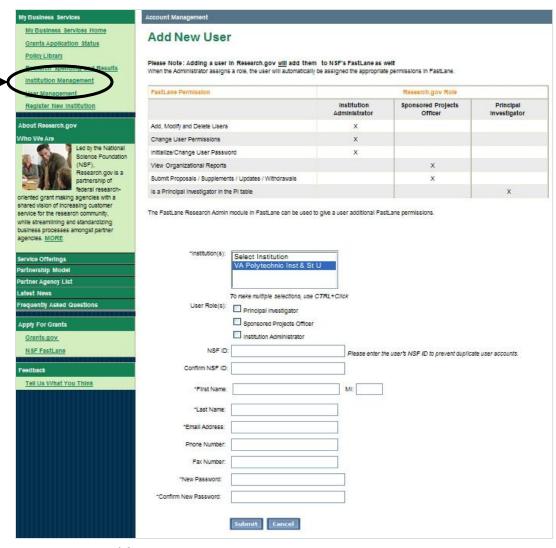


Institution and User Management Overview

Institution and User Management (Institution Admin only)

• Institution Administrators can add users and select their access using the User Management service found on the My Business services menu.

Institution
 Administrations can also click Institution
 Management to be redirected to FastLane's institution management services where they can manage their institution profile.

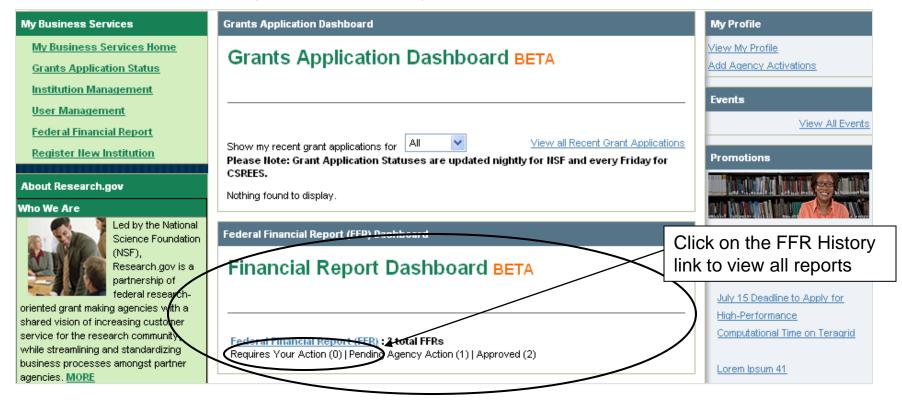




Federal Financial Report (FFR) Overview



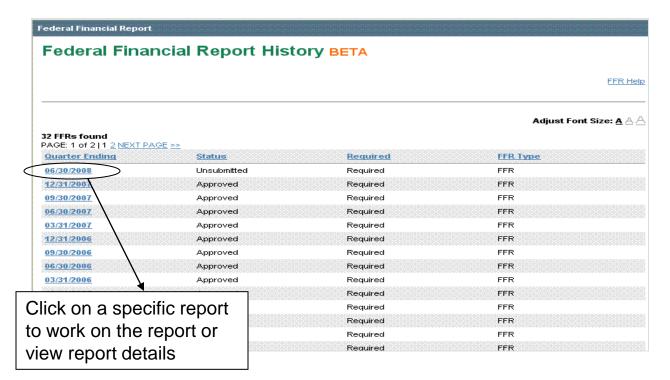
- The FFR Dashboard is in the center of the Research.gov homepage. The dashboard shows the status of your FFRs
- Click on the Federal Financial Report (FFR) link at the center of the dashboard to view your FFR history





Step 2 - View FFR History

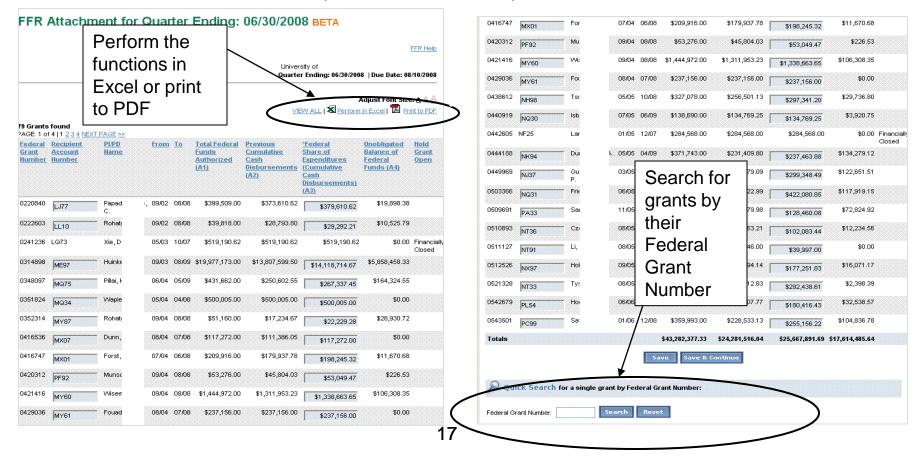
- After clicking on the FFR link from the left-hand navigation menu on the home page, you will be shown your FFR history
- Click on the quarter ending date to work on the report. A status of "Unsubmitted" means the report is due for submission to NSF
- A status of "Approved" means the report has been submitted and approved by NSF



Step 3a - Complete the FFR Attachment Multi Award Report



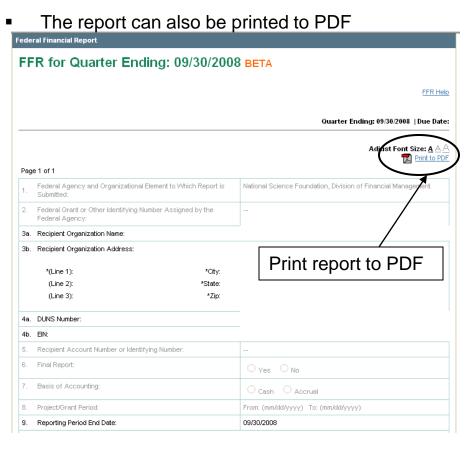
- Click FFR Attachment on My Federal Financial Report left-hand navigation menu
- Enter new Cumulative Expenditures in Column A3
- Search for specific grants by their Federal grant number
- The screen data can also be exported to Excel and/or printed in PDF

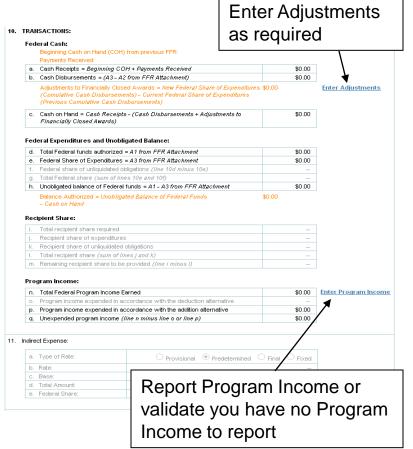


Step 3b - Complete the FFR - Single Award Grantee



- Select FFR or FFR Attachment on the My Federal Financial Report left-hand navigation menu
- Enter the adjustments as required and validate program income to complete the FFR page
- Enter your cumulate award expenditures on line 10e Federal Share of Expenditures

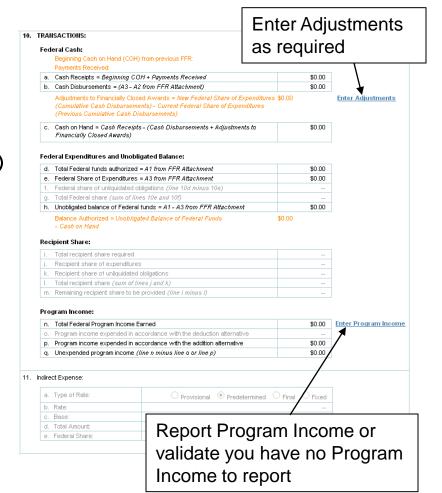






Step 4 - Complete the FFR Page

- Select FFR on the My Federal Financial Report left-hand navigation menu
- Enter the adjustments as required and validate program income to complete the FFR page
- The report can also be printed to PDF Federal Financial Report FFR for Quarter Ending: 09/30/2008 BETA FFR Help Quarter Ending: 09/30/2008 | Due Date: ust Font Size: A Print to PDF Page 1 of 1 Federal Agency and Organizational Element to Which Report is National Science Foundation, Division of Financial Manager Federal Grant or Other Identifying Number Assigned by the Federal Agency: 3a. Recipient Organization Name: 3b. Recipient Organization Address: Print report to PDF *(Line 1): *City: (Line 2): *State (Line 3): *Zip: 4a. DUNS Number: 4b. EIN: 5. Recipient Account Number or Identifying Number. 6. Final Report: O Yes O No Basis of Accounting: O Cash O Accrual Project/Grant Period: From: (mm/dd/yyyy) To: (mm/dd/yyyy) 9. Reporting Period End Date: 09/30/2008





Step 5 - Certify the FFR

- Select Certification on the My Federal Financial Report left-hand navigation menu
- Preparers forward the FFR to Certifier(s)
- Certifiers then certify and submit the FFR to NSF
- Add comments, if needed

